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FR 1-1156

CONFIDENTIAL

6 JUL 1950

MEMORANDUM FOR: Assistant Director for Collection and Dissemination  
Chief, Administrative Staff  
Management Officer

SUBJECT: Secure Storage of Vital Documents.

REFERENCE: CIA Emergency Planning Committee Report on the  
above subject, dated 5 May 1950.

25X1A

1. Reference report states that an available site at

[redacted] has been determined by the Emergency Planning Committee to be a suitable location for the initial storage of CIA vital documents outside of the Washington area. This report further states that the building in question is leased by the General Services Administration and that space is being held in the building by that Administration sufficient to accommodate the needs of the [redacted] Operations, and the vital documents storage.

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2. Estimate of probable cost of preparing this space suitably for occupancy and use is \$11,300.00. Authorization for the obligation for CIA funds in the amount indicated for this purpose is hereby granted.

3. It is desired that all concerned expedite the final acquisition and renovation of the space referred to and that plans and procedures for its actual use in connection with the storage of vital documents be completed at the earliest practicable date.

4. It is further desired that priority be given to the completion and implementation of plans to actually micro-film and transfer to the above location for storage the vital documents of this Agency.

5. The Executive is charged with the expeditious execution of the above instructions.

15/  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

Copies to:

Addressees

Signer COAPS

Budget Officer Ch, ISS

AD/OO

✓ Exec Approved For Release 2002/06/16 : CIA-RDP78-04718A000100320002-5

E:LTS/mfc (5 July 1950)

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